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PROCEDURES
FOR THE COORDINATION AREA

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CENTRAL INTELLIGENCE AGENCY

Office of the Chief, Coordination
Office of Research and Reports

PROCEDURES FOR THE COORDINATION AREA

PART A PROCEDURES FOR THE ECONOMIC INTELLIGENCE
COMMITTEE SECRETARIAT

PART B PROCEDURES FOR THE ECONOMIC DEFENSE DIVISION

PART C PROCEDURES FOR THE BASIC INTELLIGENCE DIVISION

CENTRAL INTELLIGENCE AGENCY

Office of the Chief, Coordination
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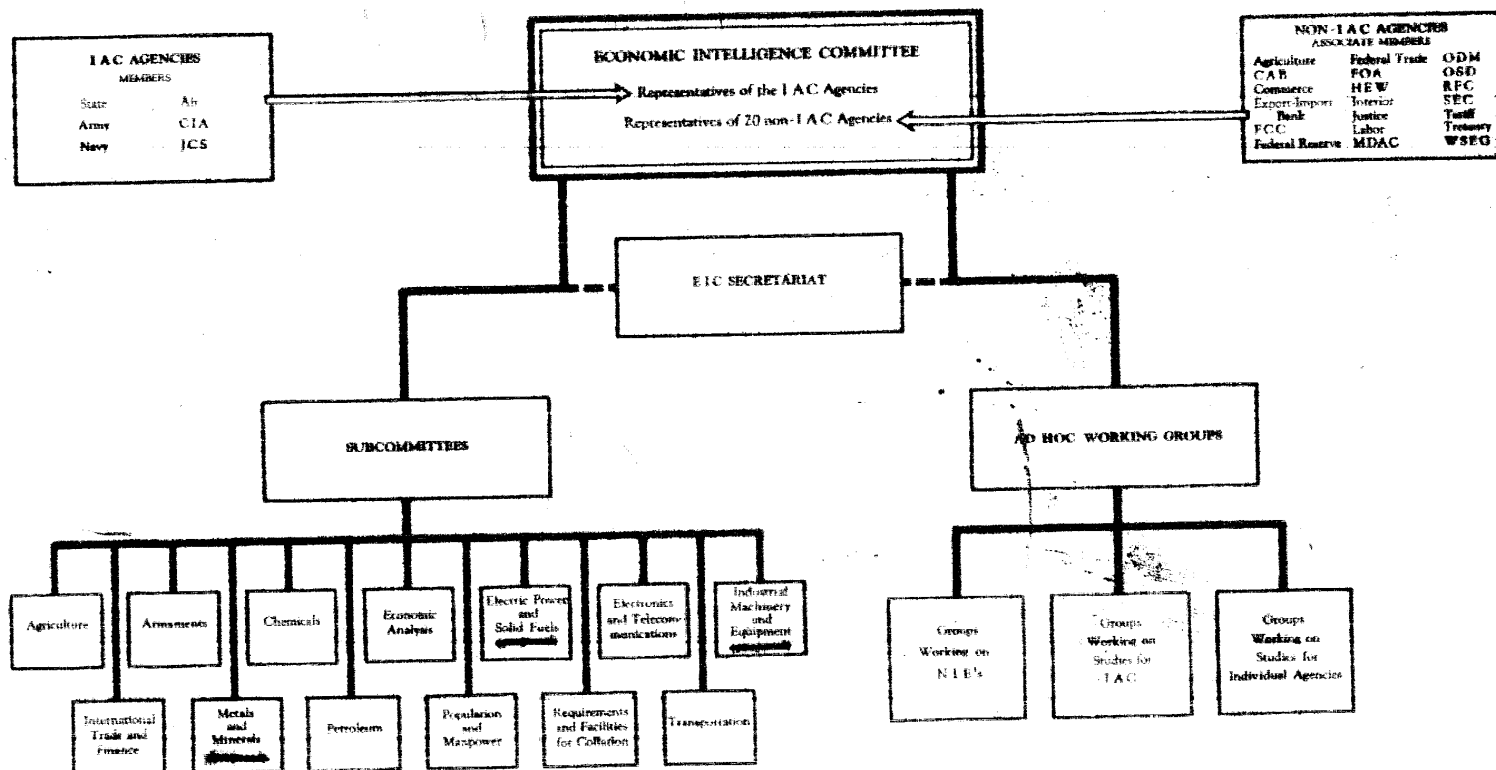
PROCEDURES FOR THE COORDINATION AREA

PART A.

PROCEDURES FOR THE
ECONOMIC INTELLIGENCE COMMITTEE
SECRETARIAT

SECRET
SECURITY INFORMATION

ORGANIZATIONAL CHART OF THE ECONOMIC INTELLIGENCE COMMITTEE



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PART A

Procedures For the Economic Intelligence Committee Secretariat

Reference: EIC-D-48, EIC Procedures For the Initiation, Review and Issuance of EIC Sponsored Studies, dated 12 August 1953

Procedures for the Economic Intelligence Committee Secretariat will govern the following:

- I Initiation of Coordinated Intelligence Reports and Surveys
- II Preparation of Coordinated Intelligence Reports and Surveys
- III Submission and Review of Completed Coordinated Intelligence Reports and Surveys
- IV Submission of Periodic Activity Reports to the Economic Intelligence Committee and the Annual Progress Reports to the Intelligence Advisory Committee
- V Coordination with other Government Agencies and Offices
- VI Designation and Clearance of Individuals

I Initiation of Coordinated Intelligence Reports and Surveys

1. Origin

- a. When there is need for a fully-coordinated economic intelligence report or survey, particularly in support of some national intelligence issue, or when it is otherwise advantageous to focus the coordinated research capabilities of two or more departments on a single problem or issue, reports or surveys may be proposed for production as work projects under the Economic Intelligence Committee (EIC).
- b. Requests for coordinated intelligence reports or surveys will ordinarily originate from the Intelligence Advisory Committee (IAC), the Office of National Estimates (ONE), or an individual member agency, associate agency or subcommittee of the Economic Intelligence Committee; such requests should be addressed in writing to the Executive Secretary of the EIC.

2. Approval

- a. All requests for coordinated intelligence reports or new surveys must be approved by the EIC representatives of the IAC agencies and by the EIC representatives of any associate member agencies that are directly concerned.
- b. The Executive Secretary of the EIC will consult the EIC representatives of the IAC agencies, and the EIC representatives of any associate member agencies that are directly concerned, for their approval of the proposed project.

3. Project Action Memorandum

Upon approval by the EIC, the EIC Secretariat will prepare a Project Action Memorandum (see Attachment A) which will indicate the assignment of the project to the appropriate Subcommittee or to a special Working Group. Due dates will be indicated consistent with the priority of the project. The EIC representatives of the IAC agencies, and the EIC representatives of any associate member agencies that are directly concerned, will designate the members of the Working Group for their respective agencies. In all cases, copies of the Project Action Memorandum will be distributed to the EIC representatives of the IAC agencies, the EIC representatives of any associate member agencies that are directly concerned, and to the Chairman of the Subcommittee or Work Group assigned (an information copy will also be sent to the Projects Control Staff - ST/PC, CIA/CRR).

4. Project and Survey Number Assignment

- a. In the case of proposed reports a project number (P-#) will be assigned by the EIC Secretariat to each new project at the time the Project Action Memorandum is issued. Successive drafts will be identified in series under this "P" number until assigned an official EIC designation as provided under Section III, Paragraph 7.
- b. All surveys will be given a number in the EIC-S series upon initiation and will retain this same series number throughout successive drafts and after official Economic Intelligence Committee review and acceptance for issue.

5. Periodical Surveys

- a. The EIC has already approved periodical preparation of the following surveys:

- (1) "Surveys of professional personnel in the U. S. Government engaged in economic research on Bloc and non-Bloc areas."

These surveys will be prepared by the EIC Secretariat with the assistance of the various member and associate agencies.

- (2) "Surveys of internal and external (contract) governmental research projects on the Soviet Bloc in the field of economics." These surveys will be prepared by the EIC Secretariat with the assistance of the various member and associate agencies.

- (3) "Surveys of priority research and collection deficiencies".

These surveys will be prepared to cover the total field of foreign economic intelligence. Each EIC Subcommittee will prepare surveys for its respective area of specialized responsibility, and submit these to the EIC Secretariat for assistance in editing and final coordination of recommendations prior to formal approval by the EIC.

- b. Since these periodical surveys will be prepared on a continuing basis, no formal Project Action Memorandum is required. In the case of 5a, (1) and (2) above, the EIC Secretariat will issue memoranda periodically requesting the contributing agencies to submit data for the preparation of these surveys for particular periods. The Executive Secretary will consult the EIC representatives of the IAC agencies for their approval before current requests for data are actually disseminated. In the case of 5a, (3) above, the surveys will be reviewed annually and (if appropriate) brought up-to-date by the EIC Subcommittees in consultation with the EIC Secretariat.

6. Cancellation

Coordinated intelligence reports that have been requested by an individual member agency or associate agency of the Economic Intelligence Committee, or by an EIC Subcommittee, may be cancelled by the concurrence of the EIC representatives of the IAC agencies and of any associate member agencies that are directly concerned. If the coordinated intelligence reports were requested by the IAC, the ONE, or some other independent body, cancellation may be recommended by the EIC representatives of the IAC agencies and of those associate member agencies that are directly concerned. The final decision for cancellation would, however, rest with the requestor.

II Preparation of Coordinated Intelligence Reports and Surveys

1. Research and Preparation

- a. A Subcommittee or Working Group assigned to prepare a given coordinated Intelligence Report or Survey (other than those listed in paragraph II 1.b. below) will be responsible for the conduct of research and the preparation of the draft report and may establish whatever sub-groups are judged appropriate for working purposes.
- b. The Economic Intelligence Committee Secretariat will be directly responsible for the periodical preparation of the following coordinated intelligence surveys, with the assistance of those member agencies and associate agencies whose work or staffs are to be included under such surveys:
 - (1) Surveys of professional personnel in the U. S. Government engaged in economic research on Bloc and non-Bloc areas.

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- (2) Surveys of internal and external (contract) governmental research projects on the Soviet Bloc in the field of economics.
- c. Miscellaneous questions (either general or specific) relating to the preparation of reports may be taken up directly with the Economic Intelligence Committee Secretariat at any time.

2. Other EIC Secretariat Procedure

The Economic Intelligence Committee Secretariat representing the Economic Intelligence Committee will monitor, coordinate and edit all reports and surveys; its duties in this capacity including the following:

- a. Reporting to the Economic Intelligence Committee the status of all draft reports and surveys in progress or completed. (See attachment B)
- b. Providing to Subcommittees and Working Groups substantive guidance in the preparation of all draft reports.

III Submission and Review of Completed Coordinated Intelligence Reports and Surveys

1. Final Responsibility

Final responsibility for the content and form of all coordinated intelligence reports and surveys rests with the Economic Intelligence Committee itself - that is, with the EIC Representatives of the IAC agencies and the EIC representatives of any associate member agencies that are directly concerned.

2. Initial Acceptance

A draft report or survey prepared by an EIC Subcommittee or Working Group must be accepted by a majority of that group before it has any official standing as an "accepted draft paper" of the producing

group. In addition, the degree of concurrence or non-concurrence must be clearly stated. (See Attachment C for detailed requirements for submission of draft papers)

3. Submission for Review

Upon submission of an accepted draft paper to the Economic Intelligence Committee for review the producing group may recommend the form of issuance for the particular study. (See Attachment D)

4. Coordination of Review

All accepted draft papers produced by EIC Subcommittees and Working Groups are submitted to the EIC Secretariat for coordination of review. The responsibilities of the EIC Secretariat in such review include:

- a. Insuring that the results of the analysis are consistent both internally and externally.
- b. Insuring that sound economic analytical techniques have been employed.
- c. Editing and otherwise improving the organization and form of drafts prior to final review by the Economic Intelligence Committee - that is, by the EIC representatives of the IAC agencies plus the EIC representatives of associate member agencies that are directly concerned.

5. Final Review

All accepted draft papers are finally reviewed by the EIC representatives of the IAC agencies and by the EIC representatives of associate member agencies that are directly concerned. The EIC Secretariat is responsible for coordinating the comments and changes which the various members have made and for incorporating agreed modifications

into the finished paper. The degree of concurrence or non-concurrence must be clearly stated. In the event that any full member or interested associate member wishes to dissent or to express reservations, these shall be indicated in the transmitted report.

6. EIC Concurrence

The Economic Intelligence Committee may concur in a report or survey formally at a meeting, or by informal "interim action" by telephone or in consultation with the Executive Secretary or his staff. All formal approvals are noted in the minutes of the meeting at which action is taken. Following concurrence by interim action, the EIC Secretariat will issue a memorandum indicating the date and extent of concurrence. A chronological list of all "interim actions" is kept on file in the EIC Secretariat.

7. Form of Issuance

In the case of proposed reports the Economic Intelligence Committee, as part of its official review, shall determine whether a particular draft paper shall be issued as (a) a formal EIC Report (EIC-R#), (b) an EIC Subcommittee Report (EIC-SR-#), (c) an EIC Working Paper (EIC-WP-#), or (d) whether it shall remain in draft status. The general criteria guiding the Economic Intelligence Committee in determining the form of issuance for a particular study are detailed in Attachment D.

8. Official Designation

When a report has been assigned an official designation by the Economic Intelligence Committee, the EIC Secretariat will assign a number to the report according to the established numbering system

(the next consecutive number in the particular series). For details see Attachment D. The Economic Intelligence Committee Secretariat shall prepare an annual progress report to the Intelligence Advisory Committee, which shall first be approved by the IAC members of the Economic Intelligence Committee.

9. Publication

The EIC Secretariat is responsible for arranging the publication and distribution of all coordinated intelligence reports and surveys. (See Section V, 3)

10. Vital Materials Depository

The Executive Secretary shall designate the material that is to be sent to the Vital Materials Depository. A master list of all EIC material deposited in the repository is on file in the Secretariat. Material that is for deposit is forwarded to ST/I.

IV Submission of Periodic Activity Reports to the Economic Intelligence Committee and the Annual Progress Report to the Intelligence Advisory Committee

The Economic Intelligence Committee Secretariat will submit periodic activity reports to the EIC representatives of the IAC agencies, including a recapitulation of:

1. All projects that have been completed or published during the period under consideration.
2. All Special EIC Activities that have been completed, continued, or initiated. (Such special activities include review of important intelligence papers and basic statistics by the substantive committees concerned, continuing studies of selected organizational or operational problems in the foreign economic intelligence field, etc.)

3. EIC Projects in progress.

V Coordination With Other Government Agencies and Offices

1. Introduction

The EIC Secretariat provides an interagency service. Its staff are employees of CIA/ORR, and CIA provides various administrative supports and "backstopping". Under the immediate supervision of the Chairman and Vice Chairman of the EIC, which offices are assigned "ex officio" to the AD/ORR and the Ch/C/ORR, respectively, of the Central Intelligence Agency, the services of the Executive Secretary and his staff are rendered to the Economic Intelligence Committee as a whole. The Secretariat accordingly has special fiduciary responsibility for equally protecting the interests in EIC matters of each of the member and associate-member agencies. The basic purpose of the EIC's operation is "coordination"; and the above sections of these "procedures" specify the normal channels for coordination of principal EIC activities and the role of the Secretariat therein. All relationships are subject to proper personal security clearances (See Section VI). The broad principals governing working contacts of the EIC Secretariat with other agencies, other offices of CIA, and other parts of ORR are discussed in this section.

2. With other Agencies

Contacts with other agencies which are members or associate members of the EIC are ordinarily made through the representative of each agency on the EIC main committee, or with his alternate. Direct contacts are also made as appropriate with the chairman of various subcommittees and working groups who (in many cases) may be assigned

to such chairmanships from other agencies. Contacts with the rank and file membership of subcommittees and working groups, however, will normally be made by the EIC Secretariat through the chairman or executive secretary of the group in question, or by attendance at a subcommittee or working group meeting.

a. Relations with Principal EIC Representatives

The various members of the EIC (and the associate members on matters in which their agencies have interest) are equal in status and the responsibilities of the EIC Secretariat of each of them are accordingly identical. The Special relationship of the EIC Secretariat to the senior representatives of CIA on the main EIC are simply those of a committee's staff to its Chairman and Vice Chairman. Individual staff members are attached and report administratively to the Ch/C/ORR (the Vice Chairman), but this relationship does not reflect any differentiation in the responsibilities of the Secretariat towards each of the member agencies. The Executive Secretary is responsible for keeping all members (and associate members to the extent of their proper interest) fully informed as to the status of actions taken or pending; and, to the extent practicable, he shall seek to brief all interested members prior to meetings on those problems expected to come before such meetings. In the coordination of specific papers, surveys, and special activities, the Secretariat staff is acting for this purpose as the representative of each of the agencies concerned, and shall clear all matters of particular concern to a given agency with the appropriate EIC representative of that agency.

b. Relations with Subcommittee Chairman

It is frequently desirable that the chairmanship of subcommittees and working groups be undertaken by individuals outside of CIA. In any case, however, once such an office is assigned the incumbent represents the member agencies on that subcommittee, as a unit, and the relationship between him when acting as chairman, and the EIC Secretariat is the direct one between an officer of a Subcommittee and the Secretariat representing its senior committee, and should not be regarded as an interagency relationship. The Executive Secretary, EIC, shall determine in a given case whether contact with a subcommittee or working group (for that particular purpose) should most appropriately be through its Chairman or through its own Executive Secretary.

3. With Other Offices of CIA

The EIC Secretariat staff are employees of CIA/ORR and as individuals have the normal relationships with the administrative, personnel, training, security and other offices of CIA. Secretariat functions as such, while not CIA operations, are "backstopped" by CIA in a number of important respects, particularly in security matters and in the reproduction and distribution of papers and publications. (Security questions involving clearing of individuals are discussed under Section VI.) Major decisions of principle or substance regarding the reproduction and distribution of individual papers and publications including releasability of material are approved by the EIC members (or in minor matters by the EIC Secretariat) after consultation of the Secretariat with Publications Staff (St/PB of ORR) and Projects Control Staff (St/PC of ORR) as appropriate. The

principal obtains that the final responsibility for decision as to the form and substance of publications and as to the treatment of security aspects (releasability of material) in publications rests with the Economic Intelligence Committee - wherein each of the member agencies, including CIA, must concur in the approval and release of all material for which it is primarily responsible. The above mentioned staff offices of CIA/ORR will "double check" the actions of the EIC Secretariat, calling its attention to nonconformities with normal practices of the intelligence community (of CIA in particular). In general the EIC Secretariat will seek to conform to normal CIA/ORR practices as a means of simplifying the "backstopping" of its work by CIA; and proposed deviations from such normal practices should be justified to the "backstopping" office in CIA in terms of circumstances.

a. Form and Substance of Papers and Publications

- (1) The Executive Secretary, in consultation with the other officers of EIC and subject to the general guidance of the Committee as a whole, is responsible for the form and content of all normal papers and drafts distributed through the Secretariat. (Similarly the Executive Secretaries of all subcommittees and working groups are responsible for material distributed by them, subject to the over-all guidance of the Executive Secretary, EIC.) Distribution of final approved EIC publications, however, will ordinarily be made through the Office of Collection and Dissemination, CIA under instruction by the EIC Secretariat.
- (2) The Secretariat shall furnish OCD with all copies of such publications (other than the Secretariat's file copies) and shall

transmit a written distribution list to OCD, through St/PC/ORR.

- (3) OCD will make the actual distribution, reporting to the Secretariat the identifying numbers of the copies in possession of each recipient. The EIC Secretariat will maintain the file record showing who has received each numbered copy disseminated. In the case of printed publications, actual reproduction is undertaken by the Logistics Office (LO/P&RD) of CIA with final editing coordinated with St/PB/ORR. This editing and reproduction assistance is a service to the EIC by CIA and the EIC Secretariat has the final responsibility for approving or disapproving the form of any editorial changes proposed after EIC (or IAC) approval for printing.

b. Security Classification and Content of Papers and Publications

- (1) The Executive Secretary or the Principal Staff Economist of the EIC Secretariat must approve the security classification of all papers originating in the Secretariat (the corresponding responsibility for subcommittee and working group papers and drafts shall rest with the Executive Secretary of the group concerned, who may, in case of doubt, consult with the EIC Secretariat staff). It is the responsibility of the individual analysts working on research papers or other draft documents for EIC purposes to see that the substance of all papers conforms to security requirements generally, and to the specific level of security designated for the particular paper, and that material based on any higher security classification has been properly "sanitized".

- (2) The normal procedure for authorizing the release of an EIC document that is not national intelligence to (1) an associate member agency not participating in the preparation of the requested document, or to (2) any foreign government is as follows:

All requests are referred to the EIC representatives of the IAC agencies and any associate member agencies that are directly concerned. When the EIC has reached a decision, the Secretariat will issue a memorandum to those concerned, stating the decision on the releasability, and indicating any reservations or modifications that are expressed. Copies of these memoranda will be kept in a chronological file in the Secretariat. Any modifications or deletions that are directed by the EIC will be made by the Secretariat and the "sanitized" version of the EIC document approved for release will then be transmitted to ST/PC for checking and for dispatch through OCD.

- (3) If it is decided that an EIC document is national intelligence, requests for release to a foreign government will similarly be referred to the EIC representatives of the IAC agencies and of any associate member agencies that are directly concerned for approval. Upon EIC approval, the Secretariat will issue a memorandum to the IAC advising them of the EIC recommendation and requesting their concurrence in the release. (Reference: For a definition of national intelligence see NSCID-3 paragraph I E 1.)

(4) Transmission of "sanitized" copies of all EIC surveys of internal governmental economic research on the Soviet Bloc has been approved, as a matter of routine, to [redacted]

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[redacted] The EIC Secretariat is responsible for the "sanitization", including the deletion of material classified "US Officials Only" or "Not For Foreign Listing", plus any further deletions requested by the contributors to the surveys. The Secretariat will transmit two "sanitized" copies to ST/PC for checking and for dispatch to [redacted] through OCD.

(5) Special criteria to insure the protection of "sources" (particularly footnote references to other studies) have been informally established by the EIC Secretariat in consultation with OCD, CIA, and have been explained to the principal members of the EIC. (Reference: Memorandum dated 1 March 1954 from Executive Secretary, EIC, to OCD, [redacted] Subject: References in EIC Publications Distributed to [redacted] [redacted] EIC-D-60.) The implementation of this procedure in printing a given document, or in later distributing that document outside the immediate EIC Community after it was reproduced, are the responsibilities of the EIC Secretariat - which shall satisfy St/PC/ORR that proper security "sanitizing" has been achieved.

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4. Special Relationships With Other ORR Personnel Assigned to EIC Activities

In addition to support and backstopping of the EIC Secretariat by other CIA offices outlined in V, 1 above and in VI, a number of coordination problems arise from the assignment of ORR/CIA staff to EIC subcommittees, working groups, or special activities.

a. EIC Secretariat Relationships

Where ORR personnel are assigned to EIC activities in the capacities of chairmen and executive secretaries of particular groups, their relationship with the EIC Executive Secretary is through EIC channels and does not pass through the normal intra-ORR channels established for assignment of responsibilities and approval of daily actions in internal CIA matters. Assignment of an individual to any EIC subcommittee office carries with it the necessary authority for discharging the "normal" duties of that office; and his channel to the Executive Secretary of the EIC on subcommittee or working group matters is always direct.

b. Individual ORR Representatives

EIC Secretariat contacts with individual members of subcommittees and working groups are ordinarily made through the officers of the working group or by attendance at meetings. Since, however, the Executive Secretary of the main committee is responsible for working closely with all subcommittees and working groups, he may be asked to assist the chairman and/or executive secretary of such a group in working out problems of the group, and in this function may be brought into direct personal contact with individual members from the various agencies, including CIA/ORR employees.

CIA employees generally are expected to give particular recognition to any EIC responsibility to which they may be assigned - either as officers, members or alternates of subcommittees, or as participants in special working groups. This is a logical consequence of the special responsibility laid on the CIA (in NSCID 15 of 13 June 1951) for over-all coordination of foreign economic intelligence - which responsibility is primarily discharged through the Economic Intelligence Committee set up by the Director of Central Intelligence with approval of its terms of reference by the Intelligence Advisory Committee. For reconciling special responsibilities of EIC work with the regular continuing responsibilities of an individual to ORR/CIA, the following criteria are a general guide:

- (1) Each ORR employee who is assigned by his superiors to a given EIC office or to membership on a particular subcommittee or working group is expected to give a high priority to the discharging of the normal responsibilities incident to that assignment. In the case of officers this is expected to include the necessary time to provide initiative and leadership for the entire group and for the organization of group meetings and activities. In the case of rank and file members of subcommittees or working groups it is expected that ORR employees will actively participate in all meetings and activities of groups to which they have been assigned and will contribute to the development of plans and programs for the group and for its assigned area of responsibility for foreign economic intelligence.

(2) Where special research or other substantive work must be undertaken by individual members of a subcommittee or working group, ORR employees are expected as a matter of routine to accept an appropriate share of such additional work to the extent this does not seriously interfere with higher priority duties in the internal ORR program.

(a) In the case of approved projects formally assigned to an EIC group, or activities clearly within the regular responsibilities of such a group, ORR employees assigned to the group are expected ordinarily to accept immediately their appropriate share - providing the special additional time required would not exceed a few hours (perhaps, as an arbitrary measure, ten to fifteen man hours) and would not directly interfere with scheduled completion dates for already assigned ORR work.

(b) Where the man hours required for a proposed assignment in individually undertaking extra work for an EIC group would amount to a major commitment, would interfere with the scheduled completion of other assignments within ORR/CIA, or appears in any way inappropriate or of doubtful justification, the ORR employee should postpone any commitment until after he has secured the approval of his superiors through regular ORR/CIA channels. (In the case of conflicts in priority, arrangements should be made for consultation with the appropriate superiors of the individual whose time is concerned, together with the Executive Secretary, EIC.

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- (c) In all cases of individual assignments beyond regular EIC duties, as soon as the commitment has been made, steps should be taken through appropriate ORR channels to establish an approved ORR project for the special additional work.

VI Designation and Clearance of Individuals

1. Introduction

- a. Security clearance for any individual involved in EIC activities is certified by the senior security officer of the agency from which he has been assigned. Since the EIC as such maintains no security office of its own, responsibility for confirming the security clearance of all individuals rests with the Security Office of CIA. The EIC Secretariat is responsible for maintaining the central record of security clearances. Subcommittee officers or any individuals arranging meetings or contacting individuals for EIC purposes should verify the security clearances of all participating in such meetings or contacts with the EIC Secretariat. In general, meetings or contacts on EIC matters will conform with any special security regulations of the office in which the meetings or contacts take place.
- b. Security clearance as such does not entitle an individual to EIC information. To receive such information or participate in EIC meetings or activities, an individual ordinarily must both be designated for that purpose by a member or associate member agency participating in EIC activities, and be regularly certified as cleared to handle security information through Top Secret.

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2. Designation

Each participating agency has the right to designate its own representatives to the EIC and to all subcommittees and working groups in whose activities it is involved. Notification of the designation of a representative to the EIC is made to the Executive Secretary of the EIC - normally by the officer of that agency who speaks for it on the Intelligence Advisory Committee. Designation of an individual to a subcommittee or working group is ordinarily made to the executive secretary of the subcommittee or working group concerned by the representative of the agency in question on the next higher working level (i.e., the EIC representatives designate the subcommittee members and the subcommittee members designate their working group representatives). In each case the EIC Secretariat should be immediately informed since it maintains the complete file of all designations and of all security clearances. The Secretariat is responsible for keeping the EIC members informed as to changes in the list of accredited representatives to subcommittees and working groups; but the designation of representatives by the appropriate officer or member or associate member agency is not subject to confirmation by the membership of the EIC or of the subcommittee or working group concerned. An individual properly designated by his own agency to participate in EIC activities is subject only to security clearance.

3. Security Clearance

- a. An individual who has been designated to participate in EIC activities (or with whom it is desired to discuss any EIC matter) must be certified for security clearance by the senior security officer of his own agency and must be confirmed by the Security

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Office of CIA. Regular continuing participation in any EIC activity requires clearance through Top Secret, which should be confirmed in advance.

- b. In special cases alternate members or consultants to a subcommittee or working group may be cleared only through Secret. When such individuals are present, it is the responsibility of the presiding officer or the senior EIC representative present to clearly announce a security limitation of Secret for all material presented or discussed while such individuals are present.
- c. "Ad hoc" designations and clearances for attendance at single meetings may be transmitted directly to the individual responsible for the meeting involved when time does not permit clearance through the regular EIC Secretariat channel. The receipt by the EIC Secretariat, the subcommittee chairman or secretary, or working group chairman or secretary of a letter from the senior security Officer of an agency certifying the appropriate security clearance of a representative is sufficient to provide ad hoc clearance of that individual for a single meeting or - with approval of Security Control Staff, Security Office, CIA - for several successive meetings pending completion of the formal clearance process. Similar clearance for limited contacts on EIC matters outside of meetings may be arranged by verification of the security clearance of the individual so contacted through the security office of the individual making the contact. Any such ad hoc clearance should be confirmed in writing to the EIC Secretariat and checked by the CIA Security Office as soon as

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practicable. No individual should have continuing clearance until his security status has been confirmed to the EIC Secretariat by the Security Control Staff, Security Office, CIA.

- d. On receipt of proper certification in writing of the security clearance of an individual by his own agency, the EIC Secretariat shall transmit such clearance to the Security Control Staff, Security Office, CIA which is responsible for finally confirming the continuing clearance of the individual for participation in EIC activities. Such confirmation is ordinarily valid for a period of twelve months and the EIC Secretariat is responsible for obtaining a renewed certification of the individual's clearance by his agency at the end of that time, and for re-submitting this clearance to the Security Control Staff, Security Office, CIA for re-confirmation. The EIC Secretariat is also responsible for furnishing, when appropriate, a current list of cleared individual members of the EIC and of its various subcommittees and working groups. Such lists, however, should be classified Secret and shall not be distributed to individuals outside the membership of the EIC and IAC committees, subcommittees and working groups.

4. Authority to Receive Classified EIC Material

- a. Security clearance of designees to attend meetings includes authorization to receive minutes of such meetings and working papers and drafts produced by the group to the extent that the "need to know" is established and that recipients have proper storage facilities. Control over the dissemination of such papers should

be exercised by the executive secretary of the subcommittee or working group concerned under the over-all guidance of the Executive Secretary of the EIC.

- b. The general principles governing distribution of classified material through EIC channels are set forth in Section V, Paragraph 2 above. It may ordinarily be assumed that participants in EIC activities designated by agencies which are members of the Intelligence Advisory Committee are entitled to receive all material from groups to which they are attached. It is then the responsibility of these individuals to see that such material is properly handled and stored.
- c. It should generally be assumed that participants in EIC activities who are designated by non-IAC agencies do not have a "need to know" information about group activities in which their agency is not directly involved. Drafts of EIC reports, subcommittee reports, surveys, and special working group papers are ordinarily disseminated only to those individuals making a direct contribution to such drafts or participating in the review thereof. Special care should be exercised in transmitting to representatives of non-IAC agencies material citing intelligence sources or including detailed information based on unevaluated intelligence reports. Such source citations and data from unevaluated reports can only be disseminated to representatives of non-IAC agencies - whether through EIC draft papers or otherwise - with the concurrence of the IAC agency which originated the material. It is the responsibility of the individual submitting draft material and of the secretary of the working group or subcommittee

to whom the material is being submitted to make certain that the necessary concurrences have been obtained for its transmittal to any participating representatives of non-IAC agencies. The responsible officers of such a subcommittee or working group shall also verify that any representative of a non-IAC agency receiving classified EIC material has proper facilities for the security storage thereof. In all cases of doubt the Executive Secretary of the EIC should be consulted.

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PROCEDURES FOR THE COORDINATION AREA

PART B.

PROCEDURES FOR THE
ECONOMIC DEFENSE DIVISION

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PROCEDURES FOR THE COORDINATION AREA

PART C.

PROCEDURES FOR THE
BASIC INTELLIGENCE DIVISION

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PROCEDURES FOR THE COORDINATION AREA

ATTACHMENTS

ATTACHMENT A

ECONOMIC INTELLIGENCE COMMITTEE

Project Action Memorandum

Project No: P-#

Security Classification:

TITLE:

REQUESTOR:

Statement of Problem and Terms of Reference:

Problem:

Terms of Reference:

Assigned to:

Participating Members:

Due Date:

Date Approved by EIC: _____

ATTACHMENT B

SAMPLE OUTLINE FOR THE PREPARATION OF EIC PERIODIC ACTIVITY REPORTS TO
THE ECONOMIC INTELLIGENCE COMMITTEE

1. The Economic Intelligence Committee Secretariat will prepare Activity Reports on a periodic basis for the EIC representatives of the IAC agencies. Activity Reports will be prepared prior to each regular Economic Intelligence Committee meeting; in addition, a semi-annual and an annual report will be issued.

2. The following details should ordinarily be included for each project:

- a. Project number
- b. Title
- c. Requestor
- d. End use (contribution to a national estimate, etc.)
- e. An indication of the producing group - EIC Subcommittee or Working Group.
- f. Current status
- g. Future schedule

3. The following examples indicate the format used in reporting projects or special activity:

- a. An example of a completed project.

ETC-R-3 Generalized Assessment of Economic Damage to the Soviet Bloc
In the Event of a Complete Severance of East-West Trade

Status: Study completed for ONE, CIA as a contribution to
NIE-59. The summary paper covering the effects on the Bloc
was approved by the EIC by interim action August 1953. The

paper relating to the effects on the West is not to be published. The five unapproved draft appendices, prepared in support of the Ploc study were filed in the EIC Secretariat and are available upon request.

Schedule: Published 31 August 1953.

b. An example of a "Special EIC Activity".

2. Preparation of Requirements for Central IBM Radio Stations File

Status: A statement of economic intelligence requirements on a "clearing house" plan for a Centralized Radio Frequency Usage and Radio Station Particulars File was prepared by the EIC Subcommittee on Electronics and Telecommunications. The EIC approved the requirements statement which was forwarded to a committee of the National Security Council through OIM. In October 1953, NSC agreed to a Central IBM Radio Stations File, including establishment of a special interagency technical committee for coordinating purposes.

Schedule: Completed. Submitted to the NSC 18 September 1953. (EIC-D-51 Revised)

c. An example of a project in progress.

EIC-R-10 Prospects for Yugoslav Economic Stability

Status: Study initiated by the EIC at the request of the Department of State. An interim EIC study has been agreed on and submitted to ONE as a contribution to NIE-93. This contribution served as an interim report pending completion of this more comprehensive study in fulfillment of the

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original request of the Department of State. The comprehensive study was originally drafted in four parts. This draft was revised considerably and the final report is to consist of a summary, two sections of the text, and tables. The other two sections of the original four-part draft will not be published, but will be filed as working papers and made available on request.

Schedule: Final draft report is scheduled for EIC review in January 1954.

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ATTACHMENT C

SUGGESTED DETAILS FOR SUBMISSION OF DRAFT PAPERS TO THE EIC SECRETARIAT
FOR REVIEW

Reference: EIC-D-59, Memorandum on Suggestions for Subcommittee Secretariat,
dated 2 February 1954.

1. Whenever a Subcommittee or Working Group submits a draft paper to the EIC Secretariat for review, a letter of transmittal containing the following information will be attached:

- a. The degree of concurrence or non-concurrence must be clearly stated. In the event that any full member or interested associate member wishes to dissent or to express reservations, these shall be noted. If the paper is being recommended for issuance as a working paper, the reasons must be clearly stated.
- b. Date of concurrence. Indicate whether the document was concurred in at a subcommittee or Working Group meeting (in case of the Subcommittee, refer to the appropriate minutes) or by some informal means (interim action), e.g., telephone concurrence (in which case, the date of complete concurrence should be given).
- c. List of contributing agencies and working group members. This list should indicate which of the contributing agencies made a major contribution and which agencies made substantive criticisms. The listings of the working group members should indicate the name of the chairman of the producing group.

ATTACHMENT D

GENERAL CRITERIA FOR DETERMINING THE FORM OF ISSUANCE FOR EIC STUDIES

1. One of the following official designations will be assigned to Economic Intelligence Committee draft papers upon final review by the EIC representatives of the IAC agencies and the EIC representatives of any associate member agencies that are directly concerned:

- a. A formal EIC Report (EIC-R-#)
- b. An EIC Subcommittee Report (EIC-SR-#)
- c. An EIC Working Paper (EIC-WP-#)

2. If the Economic Intelligence Committee decides not to issue the draft paper, it will be filed as a draft and will retain its unofficial designation as a P-#.

3. The general criteria guiding the Economic Intelligence Committee in determining the form of issuance for a particular study are as follows:

- a. EIC Reports are finished intelligence studies issued on economic subjects of significance to national intelligence issues. They are reports (1) which have been fully reviewed by the EIC representatives of the IAC agencies and by the EIC representatives of any associate member agencies that are directly concerned and (2) of which these members have noted the extent of their concurrence or non-concurrence.
- b. EIC Subcommittee Reports are studies dealing with specialized fields which, while not directly related to national intelligence problems, are of importance to one or more agencies having responsibilities in the fields concerned. Subcommittee reports

are fully coordinated by the working level members of the producing subcommittee and are approved by the EIC members for issuance.

- c. EIC Working Papers are studies which were initiated on economic issues of significance to national intelligence but which are not, in some measure, finished intelligence studies. This lack of completeness in a study, governing its issuance as a working paper rather than as a finished report, may be due to a number of factors including: (1) a lack of meaningful data on a number of critical points, (2) the availability of more recent data which negates some of its conclusions, (3) a mistaken conceptional approach, or (4) a sharp change in the focus of national intelligence problems. Working papers are issued by the EIC with a careful evaluation of their deficiencies, and they are not usually given wide dissemination.
- d. Unapproved Drafts may naturally exist at any level, since a draft accepted by a subcommittee working group may fail of acceptance by the subcommittee, and a draft accepted by a subcommittee may fail of acceptance by the Economic Intelligence Committee. Drafts which have reached the Economic Intelligence Committee but which have been determined by it not to be entitled to either status a, b, or c shall be retained in draft form for whatever value they may have to the Economic Intelligence Committee or to the responsible producing body, but shall not receive official distribution. The Economic Intelligence Committee shall advise the group of the action taken, with any instructions deemed appropriate. Unapproved drafts will retain their

unofficial designation as P-#. Since there may be more than one unapproved draft per project, care should be taken not to refer to an unapproved draft as "the draft of Project P-#". Instead it should be referred to as "an unapproved draft" under the particular project number.

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PROCEDURES FOR THE COORDINATION AREA

REFERENCES

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12 August 1953

EIC Procedures for the Initiation, Review
and Issuance of EIC Sponsored Studies

A. Initiation of Studies

1. All proposals for studies to be undertaken by EIC Subcommittees or Working Groups must be submitted to the EIC for approval prior to their initiation. The recommended proposal for a study should include the following information.

- a. The need for the study and the origin of the request.
- b. The scope of the problem as revealed by the terms of reference and, when useful, other clarifying statements.
- c. The capabilities of the member departments or agencies for contributing to the study. (i.e., competence, staffing, etc.)

2. Studies should be proposed for production through the EIC only when there is need for a fully coordinated report in support of a national intelligence issue, or when it is otherwise advantageous to focus the research capabilities of two or more departments on a single problem or issue.

3. Following approval by the EIC of a proposed EIC study, the EIC Secretariat will assign to the study a "P" (project) control number. Drafts prepared for such projects or studies will remain identified by their "P" numbers unless and until accepted by the EIC for issuance as provided under paragraph "C" below.

B. Review of Drafts

1. A draft prepared by a member or members of an EIC Subcommittee or Working Group must be accepted by a majority of that group before it has any official standing as an "accepted draft paper of the reviewing group." A draft submitted to an EIC Subcommittee or Working Group should clearly indicate: (a) its status as an uncoordinated working draft, (b) the individual or group which prepared and sponsors it, and (c) its date of preparation. If accepted by a majority of the group, the "accepted draft" of the particular Subcommittee or Working Group may then be forwarded through the EIC Secretariat to the EIC for final review.

2. The degree of concurrence or non-concurrence must be clearly stated.

- a. In the event that any full member or interested associate member wishes to dissent or to express reservations, these shall be attached. If the paper is being recommended for issuance as a working paper the reasons must be clearly stated.
- b. The date of Subcommittee or Working Group review must be noted--and in the former case, the Subcommittee minutes should be referenced.

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c. The contributing agencies should be listed.

C. Issuance of Studies

1. The EIC as part of its review of studies completed under its general direction shall determine whether a particular study shall be issued as (a) a formal EIC Report (EIC-R-#), (b) and EIC Subcommittee Report (EIC-SR-#), (c) and EIC Working Paper (EIC-WP-#), or (d) whether it shall remain in draft status. The general criteria guiding the EIC in determining the form of issuance for a particular study are as follows:

- a. EIC Reports are finished intelligence studies issued on economic subjects of significance to national intelligence issues. They are reports (1) which have been fully reviewed by the EIC members of the IAC agencies and by members of non-IAC agencies having a special interest and (2) on which these members have noted the extent of their concurrence or non-concurrence.
- b. EIC Subcommittee Reports are studies dealing with specialized fields which while not directly related to national intelligence problems, are of importance to one or more agencies having responsibilities in the fields concerned. Subcommittee reports are fully coordinated by the working level members of the producing subcommittee and are approved by the EIC members for issuance.
- c. EIC Working Papers are studies which were initiated on economic issues of significance to national intelligence but which are not, in some measure, finished intelligence studies. This lack of completeness in a study, governing its issuance as a working paper rather than as a finished report, may be due to a number of factors including: (1) a lack of meaningful data on a number of critical points, (2) the availability of more recent data which negates some of its conclusions, (3) a mistaken conceptional approach, or (4) a sharp change in the focus of national intelligence problems. Working papers are issued by the EIC with a careful evaluation of their deficiencies.
- d. Unapproved Drafts may naturally exist at any level, since a draft accepted by a subcommittee working group may fail of acceptance by the subcommittee, and a draft accepted by a subcommittee may fail of acceptance by the EIC. Drafts which have reached the EIC but which have been determined by it not be entitled to either status a, b, or c shall be retained in draft form for whatever value they may have to the EIC or to the body responsible, but shall not receive official distribution. The EIC shall advise the group of the action taken, with any instructions deemed appropriate.

Since there may be more than one unapproved draft per project, care should be taken not to refer to an unapproved draft as "the draft of Project P- . ." Instead it should be referred to as "an unapproved draft" under particular project number.